UNIVERSITY OF PAVIA
DEPARTMENT OF BIOLOGY AND BIOTECHNOLOGY

MASTER’S DEGREE IN MOLECULAR BIOLOGY AND GENETICS (class LM-6)
ADMISSION ANNOUNCEMENT – ACADEMIC YEAR 2017/2018

INDEX
REGULATORY LEGISLATION page 1
COURSE OUTLINES page 1
ADMISSION REQUIREMENTS page 1
ADMISSION PROCEDURES BASED ON CURRICULAR REQUIREMENTS page 1
PRE-EVALUATION OF CURRICULAR REQUIREMENTS – verification of university qualifications awarded in Italy page 2
PRE-EVALUATION OF CURRICULAR REQUIREMENTS – verification of university qualifications awarded overseas page 2
ENROLMENT ON THE ADMISSION TEST AND ITS EXECUTION page 2
✓ CANDIDATES HOLDING A BACHELOR’S DEGREE AWARDED IN ITALY page 2
MAV PAYMENT METHODS page 3
✓ CANDIDATES HOLDING A BACHELOR’S DEGREE AWARDED OVERSEAS page 3
✓ CANDIDATES HOLDING QUALIFICATIONS AWARDED OVERSEAS page 4
CONDITIONAL ENROLMENT page 5
GRADE DEBITS page 5
ADMISSION REQUIREMENTS AND PROCEDURES FOLLOWING COURSE TRANSFERS, TRANSFERS FROM OTHER INSTITUTIONS, SECOND DEGREES AND RECOGNITION OF PRIOR LEARNING page 5
UNIVERSITY CARD page 6
EVENTUAL CIRCUMSTANCES FOR THE REFUND OF THE ENROLMENT PAYMENT page 6
NOTES AND ADDITIONAL INSTRUCTIONS page 6

REGULATORY LEGISLATION
• Ministerial degree of 22 October 2004, n. 270 (Modification to the regulation introducing norms concerning the autonomy of universi-
ties);
• Ministerial degrees 16 March 2007 (Redefinition, pursuant to Ministerial decree 270/04, of degree and Master’s degrees courses);
• Procedures for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2017-

COURSE OUTLINES
The laurea magistrale (LM) (Master’s degree) in MOLECULAR BIOLOGY AND GENETICS (class LM-6) is a second level university course from the Department of Biology and Biotechnology providing advanced level teaching to equip students with the skills and knowledge need-
ed to operate in specialised environments. The course is entirely taught in English.

ADMISSION REQUIREMENTS
For admission to the Master’s degree in MOLECULAR BIOLOGY AND GENETICS, students must possess:
1. A degree (a three or five-year degree) or a qualification gained abroad and recognised by the competent didactic board as satisfactory.
2. the following competencies:
• knowledge of the structure and function of biological systems; in particular knowledge in the following disciplines: molecular biology, cell biology, chemistry, biochemistry, genetics, microbiology, mathematics, physics;
• knowledge of English that corresponds to at least B1 level of the Common European Framework (CEF); as all the teaching is carried
out in English, the passing of the first exam will serve as demonstration of an adequate knowledge of the language.
Note: students about to achieve a qualification valid for access to a Master’s degree course, that is by 1 March 2018 may also apply (see: Conditional enrolments), provided that on 28/09/2017 they do not have a credit deficit greater than 30 university credits (CFUs) (comprehen-
sive of credits awarded for the final exam).

ADMISSION PROCEDURES BASED ON CURRICULAR REQUIREMENTS
Candidates intending to enrol on the Masters Degree course in MOLECULAR BIOLOGY AND GENETICS must follow different procedures depending on their prior learning:
• those who graduate by 17/10/2017 from an Italian university in class 1 (degree class in Biotechnology) and 12 (degree class in Biological Sciences) under Ministerial Decree 509/1999 and in classes L-2 (degree class in Biotechnology) and L-13 (Degree class in Biological Sciences) under Ministerial Decree 270/2004, with a mark ≥ 92/110, may enrol without sitting an admission test. These candidates may directly enrol on the Masters degree course (see paragraph entitled ENROLMENT PROCEDURES AND DEADLINES);
• those who graduate by 17/10/2017 from an Italian university in class 1 (degree class in Biotechnology) and 12 (degree class in Biological Sciences) under Ministerial Decree 509/1999 and in classes L-2 (degree class in Biotechnology) and L-13 (Degree class in Biological Sciences) under Ministerial Decree 270/2004, with a mark < 92/110 must sit the admission test but are exonerated from the pre-
evaluation of curricular requirements (see paragraph ADMISSION TEST ENROLMENT AND ITS EXECUTION);
• those who graduate by 17/10/2017 from an Italian university in classes other than class 1 (degree class in Biotechnology) and 12 (degree class in Biological Sciences) under Ministerial Decree 509/1999 and in classes L-2 (degree class in Biotechnology) and L-13 (Degree class in Biological Sciences) under Ministerial Decree 270/2004 are subject to the pre-evaluation of curricular requirements and must sit the admission test (see paragraph entitled PRE-EVALUATION OF CURRICULAR REQUIREMENTS – verification of university qualifications awarded in Italy and ENROLMENT ON THE ADMISSION TEST AND ITS EXECUTION);

• candidates about to graduate from a degree course other than one from class 1 (degree class in Biotechnology) and 12 (degree class in Biological Sciences) under Ministerial Decree 509/1999 and in classes L-2 (degree class in Biotechnology) and L-13 (Degree class in Biological Sciences) under Ministerial Decree 270/2004, who hold at least 150 university credits at 28 September 2017, must sit the admission test but are exonerated from the pre-evaluation of curricular requirements. Candidates who pass the admission test may conditionally enrol and, once awarded the qualification, finalise their enrolment by 1 March 2018 (see paragraph entitled ADMISSION TEST ENROLMENT AND ITS EXECUTION and CONDITIONAL ENROLMENT);

• candidates about to graduate from a degree course other than one from class 1 (degree class in Biotechnology) and 12 (degree class in Biological Sciences) under Ministerial Decree 509/1999 and in classes L-2 (degree class in Biotechnology) and L-13 (Degree class in Biological Sciences) under Ministerial Decree 270/2004, who hold at least 150 university credits at 28 September 2017, must sit the admission test and are subject to the pre-evaluation of curricular requirements. Candidates who pass the admission test may conditionally enrol and, once awarded their degree, finalise their enrolment by 1 March 2018 (see paragraph entitled PRE-EVALUATION OF CURRICULAR REQUIREMENTS – verification of university qualifications awarded in Italy, ENROLMENT ON THE ADMISSION TEST AND ITS EXECUTION and CONDITIONAL ENROLMENT);

• candidates awarded a qualification overseas are subject to the pre-evaluation of curricular requirements and must sit the admission test (see paragraph entitled STUDENTS HOLDING A BACHELOR’S DEGREE AWARDED OVERSEAS, PRE-EVALUATION OF CURRICULAR REQUIREMENTS – verification of university qualifications awarded overseas and ADMISSION TEST ENROLMENT AND ITS EXECUTION). Candidates who pass the admission test may enrol (see paragraph entitled CANDIDATES HOLDING QUALIFICATIONS AWARDED OVERSEAS).

PRE-EVALUATION OF CURRICULAR REQUIREMENTS – verification of university qualifications awarded in Italy
The pre-evaluation application, addressed to the Rector of the University of Pavia, and completed using the form attached to the present admission announcement, must be sent to matricole.scientifiche@unipv.it by 1 September 2017 and should be accompanied by the following:
- a photocopy of a valid identity document;
- a self-declaration or certificate that testifies to the student’s study programme (in the case of those about to graduate) or a degree certificate (for graduates), the relative university credits, the subject area and the scientific disciplinary sector (for three-year courses);
- the course outline for each exam taken and the relative lesson plans;
- proof of payment of €35,00 to cover the pre-evaluation cost: the payment must be made using a paying-in slip to postal account number 198200, made out to Università degli Studi di Pavia - Servizio Tesoreria; payment details: “Fee for pre-evaluation test – Master’s degree in Molecular Biology and Genetics”; for students resident overseas, the payment must be made by bank transfer made out to UNIVERSITA’ DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca IBAN:IT 38 H 03111 11300 000000046566, SWIFT:BLOPIT22776, BIC:POCIITM1XXX. The fee cannot be reimbursed under any circumstances. The University MUST receive the amount of 35 €, therefore bank expenses must be entirely paid by the student and will not be covered by the University of Pavia. Bank transfers from extra-European countries must include the "OUR" code. The "OUR" code is necessary to be sure that the payment occurs correctly.

A commission delegated by the competent Didactics Board, which will meet on 1 September 2017, will see to it that all candidates are informed of the results of the pre-evaluation, via email, by 6 September 2017. If the commission has decided that the student has the required skills and knowledge, s/he may participate in the admission test (see: ENROLMENT ON THE ADMISSION TEST AND ITS EXECUTION)

PRE-EVALUATION OF CURRICULAR REQUIREMENTS – verification of university qualifications awarded overseas
Graduates holding qualifications awarded overseas are subject to pre-evaluation via the online procedure that can be accessed from the following link: http://mbg.unipv.it/?pagina=p&id=64 and they must follow instructions on the documents to submit. Using the online procedure, candidates may choose whether to take the admission test via Skype or in person, on 28 September 2017, at the University of Pavia. For more information, candidates should see the paragraphs entitled ADMISSION TEST ENROLMENT AND ITS EXECUTION and CANDIDATES HOLDING A BACHELOR’S DEGREE AWARDED OVERSEAS.

ENROLMENT ON THE ADMISSION TEST AND ITS EXECUTION
The Admission test to the Master’s degree in MOLECULAR BIOLOGY AND GENETICS consists in an interview with a specially appointed commission.

CANDIDATES HOLDING A BACHELOR’S DEGREE AWARDED IN ITALY
The application form for the Admission Test will be submitted exclusively electronically, between 13 July and 08 September 2017 (by 12.00), only by connecting to the http://www.unipv.eu/site/home.html. The candidate must first REGISTER and with the User name and Password obtained as a result of registration, log in the Reserved Area, will have to click on the menu item and enter the item SECRETARIAT EVALUATION TEST.

Students who have already registered need only login using the credentials already in their possession and proceed with the admission test enrolment.
After entering the data required to apply for the competition, candidate must print:

1. the “application form for the entrance examination,” prepared by the procedure, with the date and place of the test, in addition to their personal data and school. This application must be printed, saved and submitted on the day of the entrance examination.

2. Proof of payment of the MAV (Form Notice of Deposit) for an amount of € 35.00 which provide for the payment of the “Fee for participation in the assessment test - Master Degree in Molecular Biology And Genetics”. The fee cannot be refunded under any circumstances. Students who have already paid the fee of €35.00 for the assessment of curricular requirements by bank transfer are exempt from making this payment. (see Chapter PRE-curricular requirements).

MAV PAYMENT METHODS
The MAV can be paid without any fees at branches of UBI Banca or at any ATM of other banks. Payment can also be made using a payment card enabled to PagoBANCOMAT circuit at any ATM of the banks belonging to Gruppo Unione di Banche Italiane. The transaction is done by typing the ATM code of the MAV and the amount reported on the MAV bulletin itself. At the end of the operation a receipt will be issued confirming the successful conclusion of the transaction. The payment will be notified to the University of Pavia by the bank in about 7/8 working days.

No other methods of payment are allowed but MAV (Payments against notice), with the exception of candidates residing abroad who can make a wire transfer to UNIVERSITY 'OF PAVIA - TREASURY DEPARTMENT c/o UBI Banca IBAN:IT 38 H 03111 11300 00000046566, SWIFT:BLOPIT22776, BIC:POCIITM1XXX, within the same deadline (from July 13 th to September 8th, 2017). The University MUST receive the amount of 33 €, therefore bank expenses must be entirely paid by the student and will not be covered by the University of Pavia. Bank transfers from extra-European countries must include the “OUR” code. The “OUR” code is necessary to be sure that the payment occurs correctly.

DATE, PLACE AND TIME OF THE ADMISSION TEST
The Admission test will be held at 14.30 on 28 September 2017 at the Department of Biology and Biotechnology (former Dep. Of Genetics and Microbiology), via Ferrata, 1 – Pavia.

On the day of the test, candidates should bring:

1. Proof of payment of the “Fee for participation in the admission test - Laurea magistrale “Master’s degree in Molecular Biology And Genetics”;
2. The identification document used for entering data during the registration for the admission test, and which is valid and conforms to laws currently in force; non-EU candidates resident overseas must present their passport and ‘study’ entrance visa (type ‘D’, and valid for more than 90 days) or a residence permit (or, alternatively, a receipt from the police headquarters testifying to a residence permit request).
3. Admission test participation form. On the day of the test, once the candidate’s identity has been confirmed, s/he will be asked to undersign the participation form.
4. A certificate (or self-declaration) stating the number of university credits accumulated by the test date if the candidate has not yet graduated and is enrolled at another university.

CANDIDATES HOLDING A BACHELOR’S DEGREE AWARDED OVERSEAS
Students who have qualified abroad must attend a pre-evaluation of their academic careers and pass an entrance exam. The admission test consists in an interview with a specially appointed commission and may be held via Skype, at any time, or at 14.30 on 28 September 2017 at the Department of Biology and Biotechnology (ex Dep. of Genetics and Microbiology), via Ferrata, 1 – Pavia.

To submit your resume to pre-evaluation and participate in the admission test is necessary to provide the payment of € 35. The payment can only be made with a bank transfer to UNIVERSITY ‘OF PAVIA - TREASURY DEPARTMENT c/o UBI - Banca IBAN:IT 38 H 03111 11300 00000046566, SWIFT:BLOPIT22776, BIC:POCIITM1XXX, indicating as motive participation in the interview for admission to the Master of Science program in Molecular Biology and Genetics - Academic Year 2017/2018.’

A copy of the payment should be sent to the email address matricole.scientifiche@unipv.it and, simultaneously, to mbg@unipv.it. The fee cannot be refunded under any circumstances. The University MUST receive the amount of 35 €, therefore bank expenses must be entirely paid by the student and will not be covered by the University of Pavia. Bank transfers from extra-European countries must include the “OUR” code. The “OUR” code is necessary to be sure that the payment occurs correctly.

After making the payment, the candidate must register for the entrance examination at the following link http://mbg.unipv.it/?pagina=p&id=64

Candidates who hold a Bachelor’s degree awarded overseas who wish to sit the admission test on 28 September 2017 at the Department of Biology and Biotechnology must follow the procedure outlined in the paragraph CANDIDATES HOLDING A BACHELOR’S DEGREE AWARDED IN ITALY.

ENROLMENT PROCEDURES AND DEADLINES

CANDIDATES HOLDING A BACHELOR’S DEGREE AWARDED IN ITALY
Having successfully passed the admission test (if required) and if the candidate meets the pre-evaluation qualifications (if this test is necessary) and provided there are no excessive university credit deficits, the student may enrol. Students meeting the requirements of the Direct Enrolment will also follow the procedure here described.
Students must present the enrolment form electronically between 2 October and 17 October 2017 (these dates also apply to ‘conditional’ enrolments):

- Go to the website [http://www.unipv.eu/site/home.html](http://www.unipv.eu/site/home.html), with the username and password previously assigned to the reserved login and click on the menu item SECRETARIAT, access the REGISTRATION and select the chosen study program. At this stage, interested parties are required to attach (via upload) in the computer procedure:
- a clear, passport-sized photograph of themselves
- photocopy front and back of the personal identification document containing the data entered during registration and which was used to identify the student;
- photocopy of tax code document
- photocopy of the residence permit/card (only for students with non-EU citizenship);

Candidates must print the APPLICATION FOR REGISTRATION. With this release you will get the MAV to be able to make the payment of the 1st installment of registration (€ 156).

1. Students who ask for recognition of exams (IN CASES OF TRANSFER STUDENTS, CREDIT RE-EVALUATION FOR PREVIOUS ACADEMIC ACTIVITY, RECOGNITION OF FOREIGN DEGREES, SECOND DEGREES) must submit the proper form at the following link [http://www.unipv.eu/site/home/documento9251.html](http://www.unipv.eu/site/home/documento9251.html) with a stamp of 16€ and send a soft copy to matricole.scientifiche@unipv.it. The original form must be sent to UNIVERSITY OF PAVIA – STUDENT ADMIN OFFICE – via Ferrata 5, Pavia.
2. Transfer students must send also a the receipt of the transfer requested made by the University. The original documentation must be sent from the previous University by the term of 31st of October 2017.
3. Students from other Italian universities must also send to matricole.scientifiche@unipv.it:
   - graduates should send a self-declaration or degree certificate detailing their academic qualifications including successful exams (with date and mark), university credits, subject area and their scientific-disciplinary field; for students who have yet to graduate, an updated enrolment certificate including a list of successful exams (with date and mark), university credits and their scientific-disciplinary background;
   - a self-declaration or certificate declaring the number of years enrolled at university.

Students should report problems or ask for assistance sending an email to matricole.scientifiche@unipv.it. Please have care to write SURNAME, NAME AND DEGREE COURSE in the object.

It is possible to enrol after the 17 October deadline but candidates will have to make a payment of €82.00 in addition to the first enrolment instalment.

The Student administration office, once it has received payment of the first instalment and the required documents within the stated deadlines and via the methods illustrated above, will proceed with the enrolment.

Newly enrolled students will receive a personal ‘welcome’ email which, as well as providing general information, will include their official university email address which will be used as the sole means of communication between the University of Pavia and the student. The student should activate the new email account as it is here that the new credentials for accessing online university services (e.g. Reserved Area and WI-Fi) will be sent. Those already in possession of a University of Pavia email account will maintain it and their credentials for accessing the Reserved Area.

It is, of course, possible to modify the credentials by accessing “Cambio Password Servizi di Ateneo” (Change university password service), that can be reached from the Student web page (http://www.unipv.eu/on-line/Home/Navigaper/Studenti.html).

After enrollment and within October 31, each student is required to apply for the “ATENEO CARD PAVIA”, following the procedure described on the paragraph UNIVERSITY CARD.

### CANDIDATES HOLDING QUALIFICATIONS AWARDED OVERSEAS

Students who have qualified abroad and passed the admission test may enrol, from 2/10/2017 to 17/10/2017:

1. **by connecting to the [http://www.unipv.eu/site/home.html](http://www.unipv.eu/site/home.html) website, accessing the Registration page and clicking on ‘Reserved Area’ and logging-in by entering the User Name and Password; selecting ENROLMENT and then the chosen course; in this phase, students should attach:**
   - a clear, passport-sized photograph;
   - photocopy front and back of the personal identification document containing the data entered during registration and which was used to identify the student;
   - photocopy of tax code document;
   - photocopy of the residence permit/card (only for students with non-EU citizenship);
2. Candidates must print the APPLICATION FOR REGISTRATION. With this release you will get the MAV to be able to make the payment of the 1st installment of registration (€ 156). This methods for making this payment are described above in the PAYMENT AGAINST NOTICE PAYMENT METHODS section.
3. **by 12.00 on 17/10/2017** the following documentation:
   - Original certificate of the qualification requested for enrolment on the Master’s degree course (Bachelor’s level degree, university diploma or approved overseas qualification) translated into Italian (by a recognised translator or by the competent embassy) and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification, as well as a declaration of value.
b. Degree certificate detailing the exams taken and issued by the overseas institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification.

c. Individual course outlines issued by the overseas university that has awarded the qualification. The course outline must be translated into Italian or English.

d. Information on the school-leaving certificate: an official certificate that attests to at least 12 years of schooling before attending university

e. photocopy (front and back) of the personal identification document containing the data entered during registration and which was used to identify the student;

f. photocopy of the tax code document;

g. photocopy of the residence permit/card (only for students with non-EU citizenship)

Candidates who do not possess the necessary documentation, will not be allowed to enrol.

It is possible to enrol after the 17 October deadline but candidates will have to make a payment of €82.00 in addition to the first enrolment instalment.

After enrollment and within October 31, each student is required to apply for the “ATENEO CARD PAVIA”, following the procedure described on the paragraph UNIVERSITY CARD.

CONDITIONAL ENROLMENT

Those who have not graduated by 17 October 2017 can, within that date, conditionally enrol for the Master’s degree in Molecular Biology And Genetics as long as they have passed the admission test. Candidates should recall that to participate in the admission test they must not have a university credit deficit of more than 30 CFUs on 28/09/2017 (comprehensive of credits awarded for the final test).

Enrolment will be confirmed if, by 1 March 2018, the candidate graduates. If this is not the case, the enrolment to the Master’s degree will be lost and the enrolment fee will be automatically reimbursed (net of the revenue stamp).

GRADE DEBITS

If, during the pre-evaluation phase or during the interview, any shortcomings in academic preparation come to light that necessitate the sitting of additional exams, the candidate will be required to pass these before enrolling. In order to do this, the candidate may frequent specific courses and sit the relative exams; the Student Administration office will be able to inform the candidate on the procedure to be followed. Students yet to graduate will be permitted to add to their approved third year programme the activities needed to enrol on the Master’s degree course.

In such cases, in order to finalise the enrolment, the student should present him/herself to the Faculty of Science MM.FF.NN. Student Administration office by, and not after, 1 March 2018 (via Ferrata, 5 – PAVIA – at the times indicated on the website) to sign the enrolment application. The student should bring the documents listed above.

ADMISSION REQUIREMENTS AND PROCEDURES FOLLOWING COURSE TRANSFERS, TRANSFERS FROM OTHER INSTITUTIONS, SECOND DEGREES AND RECOGNITION OF PRIOR LEARNING

Students who have requested transfers from other universities, second degree enrolments or transfers from other Master’s degrees must undergo the Admission test.

- **Students asking for a change in master’s degree program in the University of Pavia**

  They must pay the first instalment of the 2017/2018 academic year by the term of 17th of October 2017. Students must also present the DOMANDA DI PASSAGGIO on the ‘Reserved Area’ and following the instruction on [http://www.unipv.eu/site/home/articolo12731.html](http://www.unipv.eu/site/home/articolo12731.html)

- **Transfer students from other Italian University**

  Students must apply for a pre-evaluation of their career from the 13th of July until the 24th of August 2017 (reference will be made to the date of arrival and not to the postage stamp of the post office the application is sent from) only after the enrolment procedure. The applicants must follow the instruction on [http://www.unipv.eu/site/home/naviga-per/studenti/matricole.html](http://www.unipv.eu/site/home/naviga-per/studenti/matricole.html) and by the 17th of October 2017, after the online registration, must follow the procedure outlined in the paragraph ENROLMENT PROCEDURES AND DEADLINES and the instruction given by email by the Student administration office. Transfer students must send to matricole.scientifiche@unipv.it a the receipt of the transfer requested made by the University. The original documentation must be sent from the previous University by the term of 31st of October 2017. Students also have to send the Congedo in arrivo form: [http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html](http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html).

- **Student asking for a recognition of foreign degrees or second degrees (master’s degree only)**

  Students must apply for a pre-evaluation of their career from the 13th of July until the 24th of August 2017 (reference will be made to the date of arrival and not to the postage stamp of the post office the application is sent from) only after the enrolment procedure. The applicants must follow the instruction on [http://www.unipv.eu/site/home/matricole2015/articolo5998.html](http://www.unipv.eu/site/home/matricole2015/articolo5998.html).

  Students with career from other University must send also **self-certified description** of the applicant’s curriculum (exams taken, courses taken, scientific disciplinary areas studied, credits earned).
UNIVERSITY CARD

After enrollment and within October 31, each student is required to apply for the “ATENEO CARD PAVIA”, a multi-tasking universi-
ty card, also useful as identification card of the student of the University of Pavia.
To obtain the “ATENEO CARD PAVIA” it is necessary to go to:

- Appropriate branches of UBI Banca during the opening hours; in this link http://www.unipv.eu/site/home/documento9907.html you can find a list of the appropriate branches;
- Bank counter at the "infoMatricole 2017", Università degli studi di Pavia Strada Nuova, 65 - Pavia (Monday and Wednesday 9.00-12.00, Tuesday 13.30-16.30).

To collect the card, students will have to hand in the following documentation:
1) Identity document in due course;
2) Fiscal Code;
3) Self-certification of enrollment to this university or receipt of enrollment : you can print them from your reserved area, selecting the menu SECRETARIAT > CERTIFICATION.

The AteneoCard is totally free and can be used as prepaid rechargeable credit card, usable in the MasterCard circuit to pay or take cash from an ATM. It is a very useful tool that offers discounts to students (even higher than 10%) on many articles and allows money transfers in Italy and in the Sepa area (31 European countries), receive money from abroad, accredit, set up a direct debit.
The function of credit card also allows the university and EDISU to transfer any payment due to students and it is the only mean used by the University to transfer reimbursements of fees and contributions or to pay scholarships.
Other information on the AteneoCard are available in this http://www.unipv.eu/site/home/matricole2016.html.

EVENTUAL CIRCUMSTANCES FOR THE REFUND OF THE ENROLMENT PAYMENT
A refund of taxes and fees is only permitted in the circumstances referred to in art. 10 of the Regulations of Contributions. For more detailed information on the circumstances for refunds of the enrolment instalment, the following link may be consulted: http://www.unipv.eu/site/home/articolo13177.html.

NOTES AND ADDITIONAL INSTRUCTIONS
Updates will be published on the following link http://www.unipv.eu/site/home/articolo4291.html.
Candidates who do not own a computer with an internet connection, or who need assistance, may contact ‘infoMatricole 2017”, Strada Nuova, 65 – Pavia, Monday and Wednesday 9.00-12.00, Tuesday 13.30-16.30. The office will be closed 7-18 August 2017.
Users may encounter temporarily service disruptions during evenings or weekends due to site maintenance. Any eventual delays in the compilation of forms may be due to the large numbers of users connected. For assistance and to report problems, found during the enrolment procedure, please send an email to matricole.scientifiche@unipv.it.

Handling of personal data
In compliance with Art.13, comma 1 of D.Lgs. 30/06/2003 n. 196 (‘Personal data protection code’), information supplied by candidates will be collected by the University of Pavia’s Information Systems Area and handled with data processing tools for enrollments to the admission test. Conferring personal data is therefore obligatory and failure to do so will result in exclusion from the admission test. After enrolment, this data will be processed by designated personnel involved in Student Distribution. Candidates are entitled to the rights stated in art. 7 of the code mentioned above regarding personal data, its modification, updating, integration, cancellation etc., as well as reserving the right to oppose any use of the data other than the institutional purposes stated above. These rights may be enforced against the Rector of the University of Pavia as the Data Controller.
The Head of Administrative Procedures, according to art. 4 of L. 7th August 1990, no. 241 modified by L. 15/2005, is Dr Carmen Frassi-ca (Cat. EP2 – Management Administration Area).

Pavia, 6 July 2017

IL DIRETTORE GENERALE
Emma Varasio

IL RETTORE
Fabio Rugge
AL MAGNIFICO RETTORE DELL’UNIVERSITÀ DEGLI STUDI DI PAVIA

DOMANDA DI PREVALUTAZIONE DEL POSSESSO DEI REQUISITI CURRICOLARI

IL/LA SOTTOSCRITTO/A ____________________________________________________________________________________

NAT.... A ______________________________________________________________ PROV._________ IL ______/_______/______

RESIDENTE A ____________________________________________________________________________________ PROV._________ 

TEL.___________________   CELLULARE ___________________________ E-MAIL ____________________________________ 

□ ISCRITTO  □ LAUREATO

□ Corso di Laurea in ______________________________________________________________________________________

□ Corso di Laurea Specialistica/Magistrale in ___________________________________________________________________

CHIEDE

La prevalutazione del possesso dei requisiti curricolari per l’ammissione al corso di Laurea Magistrale in Molecular Biology and Genet-

ics,

DATA ______/______/_______

FIRMA _____________________________________________